



Technical Program Review

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# Safety and Security Briefing

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# Outline

- Safety
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  - Emergency evacuation
  - Earthquake safety
  - Bicycle safety
  - Crosswalk safety
  - Distracted driving
  - Seatbelts, speed limits
  - Roundabouts
  - Wildlife safety
- Security
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  - Permitted articles
  - Cameras and phones
  - Computers and thumb drives
- Contacts

**Call 911, if appropriate, (925-447-6880 from a cell phone)**

## Where to go in an Emergency

### NIF & Photon Science Directorate Assembly Area Map

- ★ Command Center/Zone Control Point
- 0 Main Assembly Areas/ Assembly Points
- ◆ Disaster supply box
- + First-aid supply box
- ▲ Disaster phone

December 2013



★ Non NIF & PS  
Assembly Area



### Emergency Instructions

#### Immediate Evacuation

1. Evacuate immediately, when directed or when common sense dictates.
2. Help injured people, if possible without jeopardizing yourself.
3. Proceed to Assembly Area and await additional instructions.
4. Report any injuries or unsecured classified materials, etc.

#### Shelter-In-Place

1. Remain inside building.
2. Close all exterior doors & windows.
3. Close window blinds & drapes.
4. Move away from exterior, exposed areas.
5. Follow instructions over building page system.

### Be Prepared

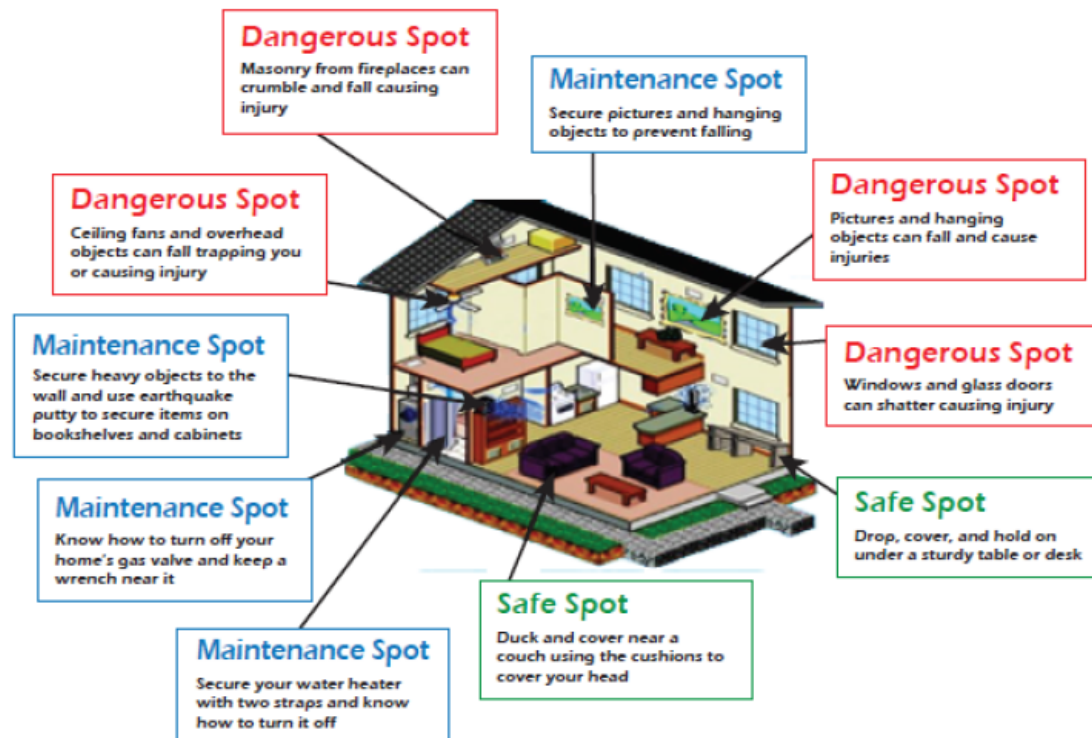
1. Know your response to an emergency.
2. Identify the Assembly Area closest to your normal work area.
3. Learn the shortest, safest way to reach it.
4. Read the NIF & Photon Science Directorate "What to do in an Emergency" brochure. Copies are available from these sources:  
NIF & Photon Science Directorate  
– Self Help Coordinator (ext. 2-1186)  
– TeamNIF internal website under ES&H <https://nif-int.llnl.gov/>

# Earthquake safety

## HOLD ON To It Until The Shaking Stops

Preparing for an earthquake is as important at home as it is at work. Securing bookcases, your water heater and loose objects on shelves can help reduce injuries during an earthquake. Ensuring you have a family emergency plan (how they should respond during and after an earthquake), and being familiar with the plans of employers and schools, will serve you well when an earthquake strikes. Review the home earthquake preparedness pictogram below for ideas to help ensure family safety.

During an earthquake, remember the simple rule: *Duck, Cover, Hold On!* Drop to the ground, take cover under a sturdy desk or table, and hold on to it until the shaking stops.



# ***Bicycle safety***

## **Wearing a bicycle helmet is easy, smart, and essential to rider safety**

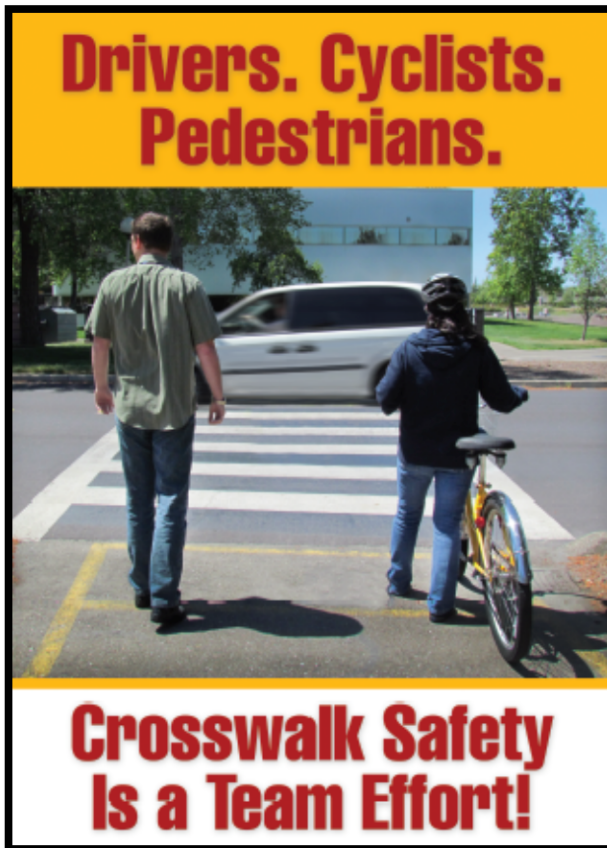
A properly fitted bicycle helmet is highly effective in preventing traumatic brain injury. Even moderate brain injury can result in problems with comprehension, memory, speed of thinking and behavior.

Wearing a bicycle helmet is now required at LLNL. Through LLNL's Bicycle Helmet Program, the Laboratory is providing bicycle helmets to LLNL and DOE employees to promote a safe work environment and reduce the potential for head injuries that could occur while riding bicycles.



**No helmet = No bike riding**

## Crosswalk Safety



- Crosswalk Safety is a Team Effort
  - Drivers – Look ahead to see if anyone is waiting to cross
  - Cyclists – Get off your bike and walk your bike when crossing
  - Pedestrians – Look both ways and make eye contact with the driver before crossing
- Focus your attention on the road
- Try to anticipate actions of others on roads and pathways

**Never insist on the right of way.  
You could be wrong.**

## Distracted Driving



- Recent statistics show that an overwhelming majority of accidents are in some way due to distracted driving:
  - Put down the cell phone when you are driving
  - If you can't ignore your ringtone, silence your phone and put it in the glove box before you start to drive
  - Hands free is not risk-free
  - Use of cell phone is most common form of distracted driving. Other examples of distracted driving include:
    - Eating
    - Grooming
    - Reading

**Make a commitment to drive focused**

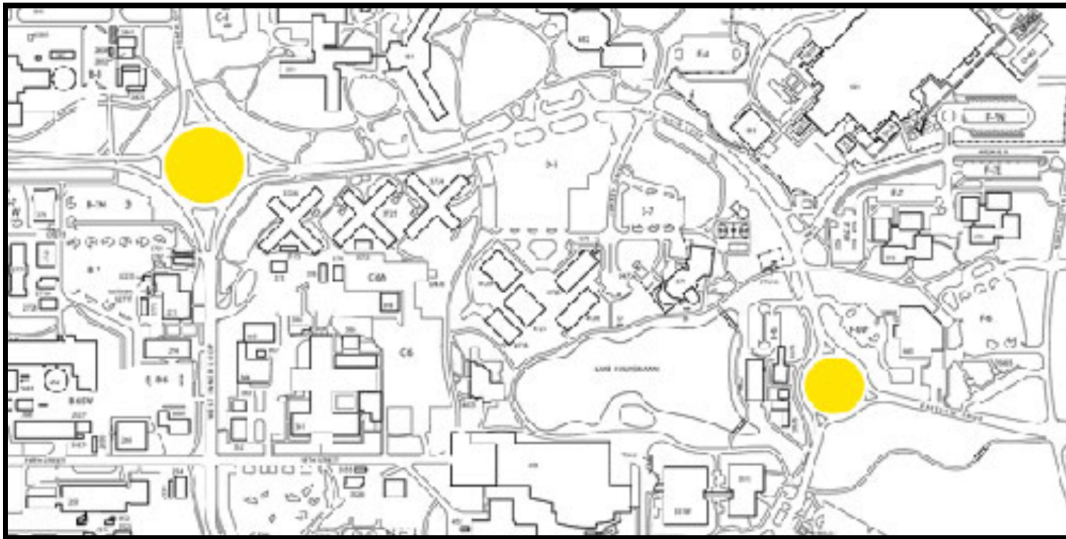
## **Traffic and Vehicles on the NIF Site**

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- **Seat belts must be used by all occupants**
- **Riding on flatbed trucks or in the back of pickups is not permitted**
- **Golf carts are to be treated as vehicles**
- **Drivers should maintain safe distance when driving behind cyclists**
- **Speed Limits**
  - **25 mph on surface streets**
  - **15 mph in parking lots and alleys**
- **Park personal and company vehicles in designated parking areas**
- **You can be cited by Lab Security for traffic violations**

**NOTE: More Lab Security Patrols will be staged at various locations to enforce speeding.**

## Roundabouts



- A circular intersection where traffic travels around a central island
- At LLNL, there are 2 locations
  - East end of Westgate Drive
  - West end of Eastgate Drive

## Roundabouts Safety Tips

- Slow down as you approach the intersection
- Yield to pedestrians and bicyclists crossing the roadway
- Yield to vehicles already in the roundabout (or any other vehicles close enough to pose a hazard)
- Drive in a counter-clockwise direction around the roundabout
- Use your turn signal to exit the roundabout
- Bicyclists should use the roundabout as they would any other street, traveling with traffic and staying to the right side of the lane

# Wildlife safety

Mountain lions and coyotes are wild animals; do not approach or initiate contact with a mountain lion or coyote.

Use caution when outdoors. If you see a mountain lion:

- Do not approach a mountain lion. Most mountain lions will try to avoid a confrontation and it is best to give them a way to escape.
- Do not run from a mountain lion. Running may stimulate a mountain lion's instinct to chase you. Instead, calmly and slowly move away, being mindful of where the mountain lion is.
- Never crouch down or bend over. A person squatting or bending over can look like prey.
- Be vocal, talk calmly and continually.
- If you must work outdoors, you should work in pairs and be aware of your surroundings.
- Lab wildlife biologists need to be informed quickly of sightings; get to the nearest Lab landline and call **911**

If you are concerned about any animal at the Lab here is what you should do:

- Keep a respectful distance from the animal, never pick up, feed or interact with the animal;
- Leave the animal where you found it, but be able to describe the location and general condition of the animal;
- To report an injured or dead animal, call F&I customer service at 3-7366;
- To receive information about the species you observed, call 4-WILD (4-9453);
- Let the Lab staff with training and proper PPE handle the situation.



Prohibited Articles	Limitations
<ul style="list-style-type: none"> <li>Explosives</li> <li>Dangerous Weapons</li> <li>Instruments or material likely to produce substantial injury to persons or damage to persons' property</li> <li>Controlled Substances (e.g., illegal drugs and associated paraphernalia)</li> <li>Other items prohibited by law</li> </ul>	<ul style="list-style-type: none"> <li><u>Not permitted</u> in any area onsite without prior authorization from the Security Organization.</li> </ul>
<ul style="list-style-type: none"> <li>Pepper Spray/Mace</li> </ul>	



Controlled Articles	Limitations
<ul style="list-style-type: none"> <li>Cameras/Recording Equipment</li> <li>Binoculars/Telescopes</li> <li>Unopened alcoholic beverages with intact manufacturer's seals or caps</li> </ul>	<ul style="list-style-type: none"> <li>May be brought on site</li> <li>May not be used</li> <li>Store in personal vehicle</li> </ul>



# *Laptops, tablets, phones*

Non-U.S. government owned computers and electronic devices **are permitted** in the Property Protected Areas and Limited Areas unless otherwise posted.

- Computers
- Tablets/iPads
- Digital players (e.g., iPods, MP3)
- Peripherals
- Smartphones
- eReaders
- Personal Digital Assistants (PDAs)
- Cell phones



Personally owned electronic devices **are prohibited** from being connected to LLNL equipment

# ***Cameras -- and phones with cameras***

## **Don't use cameras on site**

11/12/2014



Employees are reminded that cameras, even those within cell phones, are not allowed to be used on site. However, the phone function of personally owned cell phones may be used within the Property Protection Area, in an outdoor area that happens to be within the Limited Area and within some Limited Area buildings.

Before entering Limited Area buildings, please verify that phones are allowed by reviewing posted signage. In those areas where cell phones are prohibited, employees and visitors may elect to leave their phone in their vehicle or temporarily store the cell phone in garages located near the entrance to Limited Area buildings.

The use of the camera or video function on a personally-owned cell phone or stand-alone camera is not allowed anywhere onsite. If there is a legitimate need or business case requiring the on-site use of a personal cell phone camera or stand-alone camera, a Controlled Articles Permit (CAP) must be submitted and approved by the Technical Surveillance Countermeasures (TSCM) Group of the Security Organization.

The use of cameras, video or audio functions on Lab-issued cell phones is allowed for legitimate business purposes only (shooting pictures of on-site wildlife, a guest speaker or candid shots of co-workers are not considered legitimate business purposes).

LLNL hosts sponsoring visitors using non-LLNL electronic devices (including cell phones and smart phones) on site are responsible for ensuring visitors are aware of LLNL rules for electronic devices and for protecting LLNL and U.S. Government information from unauthorized access in accordance with LLNL information security policies.

Additional policy information is available on the Web.

Avoid getting a security infraction by understanding where and how your personally-owned cell phone may be used on-site. Consult the LLNL Controlled Articles and Electronic Equipment Permitted Use Matrix on the Security portal for guidance.

**Do use your phone for calls, texts, emails.**

**No photos! No movies!**

## ... and thumb drives



**Thumb drives** are great for storing data—BUT they pose a real **security risk**.



Slipped into a USB port, they can collect an **immense** amount of **information** in a matter of **seconds**. Or infect the system with malware.



LLNL thumb drives that have stored sensitive information must be **encrypted** if taken off site.

Never **connect** a **non-government owned** USB thumb drive to an **LLNL computer**.

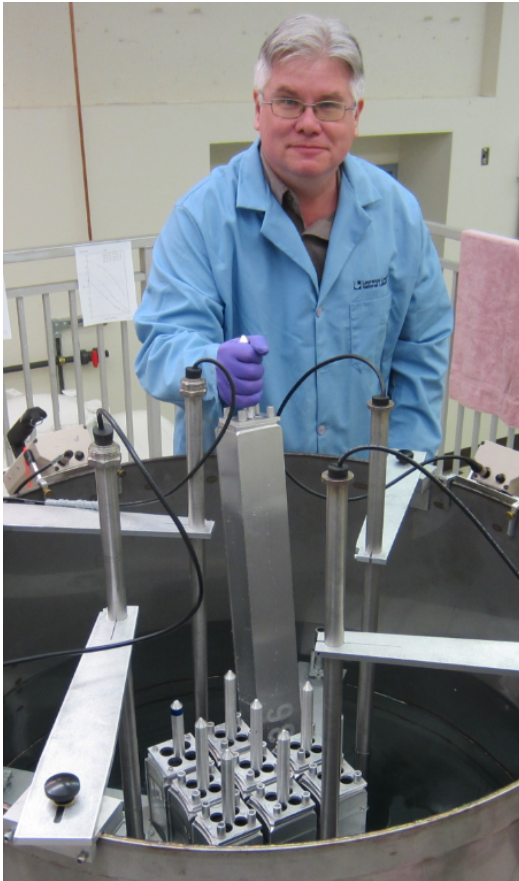


**Questions?** Contact the NIF IT Service Desk at **2-5714**

**Pass it on!**



# Questions?



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